



**Chris Christie**  
Governor

**Kim Guadagno**  
Lt. Governor

**Allison Blake, PH.D., L.S.W**  
Commissioner

**JOB VACANCY POSTING**

<b>POSTING #:</b>	078-14	<b>ISSUE DATE:</b>	June 13, 2014
<b>TITLE:</b>	<b>GOVERNMENT REPRESENTATIVE 1</b>	<b>CLOSING DATE:</b>	June 27, 2014
<b>FUNCTION:</b>	<b>MANAGER, OFFICE OF CLIENT ELIGIBILITY DETERMINATIONS AND ASSESSMENTS</b>		
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Client Eligibility Determinations and Assessments 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1		
<b>DISTRIBUTION:</b>	DEPARTMENT-WIDE	<b>SALARY:</b>	Commensurate with education and experience.
<b>SCOPE OF ELIGIBILITY:</b> Open to employees of the Department of Children and Families. This position is subject to current promotional and hiring restrictions and final approval process.			

**DESCRIPTION:** Supervise and direct operations of the DCF Office of Client Eligibility Determinations and Assessments (approximately 33 staff) to ensure the accurate and timely evaluation of information for the purposes of:

- Determination and redetermination of client eligibility and claimability of placements pursuant to the requirements of Title IV-E of the Social Security Act with regards to Foster Care, Adoption Assistance and Guardianship in accordance with all applicable state and federal regulations and policies and procedures and;
- Assessment of individual client and/or family financial information to determine and redetermine client and/or family financial contribution to the cost of care for residential services provided by DCF to youth/young adults with developmental disabilities in accordance with all applicable state and federal regulations, policies and procedures.

Coordinate and oversee the department’s preparation, collection and management of all records and documentation related to the administration of these programs that may be necessary and required for state and federal audits/reviews.

Provide operational oversight for the implementation of Title IV-E and Contribution to Care programs, perform compliance and quality assurance reviews and coordinate improvements to maximize efficiencies through a data driven outcome based approach for program administration.

Maintain current knowledge of any changes to existing government requirements, statutes, federal regulations and assist with and/or coordinate special projects as assigned. Develop procedures and controls to comply with state and federal regulations through periodic trainings, strategic goal setting and ensure that practices are in line with the overall goals of DCF and all regulatory requirements.

Possess excellent planning skills to keep multiple priorities/deliverables on track and demonstrate ability to identify, propose and implement process improvements. Must be able to work with other departments within the state and external federal agencies. Ability to multi-task and follow through with responsibilities based on strategic direction.

**REQUIREMENTS**

**EDUCATION:** Bachelor’s degree from an accredited college or university. Advanced degree is preferred.

**EXPERIENCE:** Minimum of five (5) years of experience in the supervision/management of a team of approximately 5-7 direct reports and subordinate staff, which included the oversight of an administrative approval/review process to achieve identified goals and objectives.

**SPECIAL NOTE:** Applicants must indicate on their resume the number of direct reports and subordinate staff.

**LICENSE:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

<p><b>Electronic Filing:</b> Forward a cover letter and resume electronically to:</p> <p><a href="mailto:Jennifer.Dowd@dcf.state.nj.us">Jennifer.Dowd@dcf.state.nj.us</a></p> <p>Include the Job Posting # in the subject line of your email.</p>	<p><b>Alternate Filing:</b> If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:</p> <p><b>Andrea Maxwell, Manager 1 Human Resources</b> <b>Department of Children and Families</b> <b>Office of Human Resources</b> <b>P. O. Box 717</b> <b>Trenton, NJ 08625</b></p>
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